

Sharing Your ePortfolio Collection with the Group WU Faculty

For the faculty to see your eportfolio, you will need to share it with the group WU Faculty. You will only need to do this once.

The image shows a two-part screenshot of the foliofor.me website. The top part shows the main navigation bar with 'Portfolio' selected, and the 'Share' button highlighted in the sub-menu. An arrow points from the text '1. Click on Share under Portfolio' to the 'Share' button. The bottom part shows the 'Share' page with a table of collections and pages. An arrow points from the text '2. Click on the Edit Access button next to your portfolio' to the 'Edit Access' button next to 'My Portfolio'. Below this, the 'Edit Access' page is shown, with an arrow pointing from the text '3. Click on Share with other users and groups' to the 'Share with other users and groups' link.

1. Click on Share under Portfolio

2. Click on the Edit Access button next to your portfolio

Share

Collections	Access list	Edit Access	Secret URLs
My Portfolio			

Pages

About Me		
Academic Timeline		
Phase 3		
test		

Edit Access

By default, only you can see your Pages. You can share pages with others by adding access rules. Once you are d

Collections

☒ My Portfolio

Pages

All None

☒ About Me ☒ Academic Timeline ☐ Phase 3 ☐ test

Share with

Public

Logged In Users

Friends

Share with My Groups

All My Groups

foliofor.me Community

► **Share with other users and groups**

► **Advanced Options**

Edit Access

By default, only you can see your Pages. You can share pages with other users and groups.

Collections

☒ My Portfolio

Pages

☐ All ☐ None

☐ About Me

☐ Academic Timeline

☐ Phase 3

Share with

Add Public

Add Logged In Users

Add Friends

Share with My Groups

Add All My Groups

Add foliofor.me Community

▼ Share with other users and groups

Search Groups



1 2 3 4 5 ... > >

Add Marcia Inacio

Add Tamara Kemmer

4. Choose Groups

5. Type in WU Faculty

6. Click Search

Edit Access

By default, only you can see your Pages. You can share pages with other users and groups.

Collections

☒ My Portfolio

Pages

☐ All ☐ None

☐ About Me

☐ Academic Timeline

☐ P

Share with

Add Public

Add Logged In Users

Add Friends

Share with My Groups

Add All My Groups

Add foliofor.me Community

▼ Share with other users and groups

Search Groups



Add WU Faculty -

Everyone in Group

7. Check to make sure it found the correct group

8. Click Add

9. Click the Save button